

Importer Security Filing (10+2) Data Elements Instruction Sheet

- 1 **Seller Name and Address**

Name and address of the last known entity by whom the goods were purchased from or agreed to be purchased from. If the goods are to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be provided. Postal (ZIP) must be included.
- 2 **Buyer Name and Address**

Name and address of the last known entity to whom the goods are sold or agreed to be sold. If the goods are to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be provided. Postal (ZIP) must be included.
- 3 **Importer of Record OR FTZ applicant identification number:**

Internal Revenue Service (IRS) number, Employer Identification Number (EIN), Social Security Number (SSN), or CBP assigned number of the entity liable for payment of all duties and responsible for meeting all statutory and regulatory requirements incurred as a result of importation. The importer of record for the Importer Security Filing purposes is the same as "importer number" on CBP Form 3461. For goods intended to be delivered to a FTZ, the IRS number, EIN, SSN or CBP assigned number of the party filing the FTZ documentation with CBP must be provided. Postal (ZIP) must be included.
- 4 **Ship To / Consignee Name and Address**

Provide the name and address of the first deliver-to party scheduled to physically receive the goods after the goods have been released from Custom's custody. For compliance on this entry, CBP is looking for the actual deliver to name and address, not a corporate office. You may provide the name and address of an inland distribution center if the specific ship to name/address is unknown at the time of the ISF filing. If no information is known provide the name and address of the facility where the goods will be unladen. A Duns number may be used in lieu of the name and address. Postal (ZIP) must be included.
- 5 **Ship To / Consignee IRS #**

Internal Revenue Service (IRS) number, Employer Identification Number (EIN), Social Security Number (SSN), or CBP assigned number of the individual(s) or firm(s) in the U.S. on whose account the merchandise is shipped. This element is the same as the 'consignee number' on CBP Form 3461.
- 6 **Container Stuffing Location**

Name and address(es) of the physical location(s) where the goods were stuffed into the container. For break bulk shipments, the name and address of the physical location where the goods were made "ship ready" must be provided. A Duns number may be used in lieu of the name and address. Postal (ZIP) must be included.
- 7 **Consolidator (stuffer) name and address**

Name and address of the party who stuffed the container or arranged for the stuffing of the container. If no consolidator was used e.g.- factory loaded, ex-works shipment, then provide the name and address of the manufacturer/supplier. For break bulk shipments, the name and address of the party who made the goods "ship ready" must be provided. In lieu of the name and address, a Duns number may be used. Postal (ZIP) must be included.
- 8 **HTS Number at 6 digit level:**

Duty/statistical reporting number under which the article is classified in the HTS. You must provide the first six digits of the tariff number for each commodity that you are importing. The HTS number is required to be provided to the 6-digit level. The HTS number may be provided up to the 10-digit level. This element is the same as the "H.S. number" on CBP Form 3461 and can only be used for entry purposes if it is provided at the 10-digit level or greater.
- 9 **Country of Origin**

Country of manufacture, production, or growth of the article, based upon the import laws, rules and regulations of the U.S. This element is the same as the "country of origin" on CBP Form 3461.
- 10 **Manufacturer (or supplier) name and address**

Name and address of the entity that last manufactures, assembles, produces, or grows the commodity or name and address of the supplier of the finished goods in the country from which the goods are leaving. In the alternative, the name and address of the manufacturer (or supplier) that is currently required by the import laws, rules and regulations of the U.S. (i.e., entry procedures) may be provided (this is the information that is used to create the existing manufacturer identification (MID) number for entry purposes.)
- 11 **Bill of Lading**

Customs requires that the lowest bill of lading be reported with SCAC Code. If this is a direct full container shipment what a steamship line then the steamship line bill of lading must be reported. If the shipment is LCL cargo moving with an NVOCC then the House bill of lading should be reported as will be transmitted by the NVOCC in AMS. **It should be noted that carriers and NVOCC's are no longer issuing booking numbers, they are now providing bills of lading numbers at the time of making the cargo reservation. A booking number is not acceptable for compliance with the ISF filing.**
- 12 **Container Number**

This field is Optional. If the information is known, it should be reported. This field requires the full container number, prefix and check digit along with type/size of the container. The filing of this information will be beneficial in the tracking of your cargo.